

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

21 November 1973

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1. Increased Air Freight Authorization. [REDACTED] is in the process of amendment to increase the authorization for unaccompanied air freight, as follows:

First person traveling	250 pounds gross weight
Second person traveling	200 pounds " "
Third person traveling	150 pounds " "
Fourth and other persons traveling	100 pounds each

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These weight allowances will apply to travel beginning after the amendment is published, and no other provisions of [REDACTED] will be changed. This change adopts the provisions of 6 FAM 147 which were implemented by the State Department on 24 Sept 1973.

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2. Parking. We have passed out copies of the DDM&S memo pertaining to the new Hqs. parking arrangements. [REDACTED] of the Plans Staff/CMG is pulling together the data asked for in the memo and he may seek your help in confirming "people" figures. We will keep you posted on this parking innovation as it unfolds.

3. Senior Officer Designations. It has been announced that Jack Blake will succeed Bob Wattles as ADD/M&S, Fred Janney will be D/Pers, [REDACTED] will be DD/Pers, and [REDACTED] will be DD/Training.

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4. Flu Shots. It has been decided that the make-up flu shot will now be given at Ames Building as well as Hqs. It will be given at Ames on 28 November between 2 and 4 p.m.

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5. Retirement. [REDACTED] has announced his retirement plans for 31 December.

6. DDI TDY Travel. The DDI/AO has distributed our TDY travel guidelines to DDI offices. The DDI/AO considered the guide very useful, but he cannot furnish us with a six-month forecast at this time since the DDI is in the midst of an internal planning procedural change. When new DDI travel planning documents are developed, the DDI/AO will furnish the DDO with copies.

7. Refresher Course for Wives. OTR has now completed preparation for the Clerical Refresher Course for dependent wives going overseas. They are prepared to provide them this training either in groups or on a tutorial basis. They would like to have at least 10 days notice but will also accept requirements on short notice. In order to arrange this training you can deal directly with the Registrar in OTR.

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